

Job Description

Director of Music Ministries & Gospel Choir Director

Hoosier Memorial United Methodist Church

February 18, 2017

Job Status:	Part-time / Salaried
Salary:	Negotiable, based on experience
Report To:	Senior Pastor for Worship related issues Staff-Parish Relations Committee, (SPRC) for Employment related issues
Work Commitment:	20 Hours per Week, including Sunday Worship, Two - 2 hour rehearsals and office hours
Introductory Period:	90 Day time Introductory Period where employment can be terminated by either party with one week's notice.
Benefits:	One paid vacation per year / Health Insurance not included

Principal Job Focus:

Work continuously with the Sr. Pastor and periodically with the Worship Committee to plan and coordinate the entire music program for the Church's worship services and provide leadership to the musicians, choir members and the other Choir Directors, (Sanctuary Choir, Male Choir, Praise Team & Children's Choir).

Administration of the Music Department by directing the planning, organization and evaluation of the music program and create a music environment that allows the congregation to be drawn into a spirit filled worship.

Director of the Gospel Choir, including directing rehearsals and performances, leading congregational singing and potentially playing a music instrument

Regular & Operational Duties

- Assure that weekly/monthly rehearsals occur for all choirs and the weekly presentation of music during Worship Services
- In conjunction with the Choir Presidents and the SPRC provide managerial direction, guidance, assistance and evaluation of all paid musical staff
- Work with the Finance Committee to develop and manage the music budget and accounts
- Recruit perspective choir members for all choirs
- Selecting music to enhance the worship experience and the musical growth of the choir members, which will include researching and acquiring new music
- Arrange for accompanist for special events, (i.e. weddings and funerals)
- Prepare a calendar of events for the full year. After approval by the Sr. Pastor publicize to the congregation and the community
- Organizing, directing and/or facilitating on special music presentations such as: Palm Sunday, Thanksgiving, Church Anniversary, Christmas Cantata, Christmas Eve Pre-Service, Good Friday, etc.

Demonstrated Skills & Competencies

- Strong faith and commitment to church; a good Christian example
- Enthusiastic about music and ability to work with a variety of levels of music skills
- Excellent organization, leadership, communication and planning skills
- Ability to read music and to play an instrument
- Must have a demonstrated competency in choral direction

Interested Candidates – Please send Resume / References to: hoosieraadassist@bellsouth.net